

## LABOR RELATIONS COMMITTEE

### MINUTES

The Labor Relations Committee met on Monday, January 28, 2019 at 5:15 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present:	Shawn Mueske	..... Chair
	Fernando Alvarado	..... Vice Chair
	Vicki Davis	..... Council Member
	Kathy Schwantes	..... Council Member

Others present: Human Resource Director Samantha Beckman, Shelby Lindrud from the West Central Tribune.

#### Item No. 1      Call to Order

The meeting was called to order by Council Member Mueske at 5:15 p.m.

#### Item No. 2      Public Comment

There were no public comments.

#### Item No. 3      Election of Chair and Vice Chair

Council Member Schwantes nominated Council Member Mueske for Chair, seconded by Council Member Alvarado. There were no other nominations so Council Member Mueske was elected unanimously as Chair. Council Member Schwantes nominated Council Member Alvarado for Vice Chair, seconded by Council Member Davis. There were no other nominations so Council Member Alvarado was elected unanimously as Vice Chair.

#### Item No. 4      Planning and Development Services Director Hiring Committee

Council Member Davis volunteered to join the hiring committee for the Planning and Development Director in addition to Human Resources Director Samantha Beckman and City Administrator Ike Holland. Council Member Schwantes also volunteered to serve on the hiring committee if her schedule permits.

#### Item No. 5      Working Out of Class Pay Request

It was noted the Working out of Class Policy requires Council approval for any employee to receive working out of class pay per our policy so it was brought to the Committee's attention that there will be a request forthcoming in the next 60 days from our interim Planning and Development Services Director.

#### Item No. 6      Miscellaneous

The current department head sick leave payout policy was reviewed for possible updates, more information will be provided at the next Labor Committee meeting. A request was received for issuing a performance pay increase to an employee who has reached the maximum of their pay scale so more information will be provided at the next Labor Committee meeting. Council Member Mueske brought up the City Administrator's review is soon upcoming so we will need to review that process before-hand. Council Member Schwantes requested an update from our Project Manager with our current ongoing projects and also an update on a possible Public Works Intern this summer.

A motion was made by Council Member Alvarado, seconded by Council Member Davis and passed to adjourn. The meeting was adjourned at 6:02 p.m.

Respectfully submitted,

Samantha Beckman  
Human Resources Director